

The Director of Central Intelligence

Washington, D. C. 20505

(Date)

ALERT MEMORANDUM

MEMORANDUM FOR: National Security Council

SUBJECT : (Alert Memo Title)

1. _____

_____.

2. _____

STANSFIELD TURNER

Attachment

NI IAM _____

ORIGINAL COPY _____
☐ REAM ☐ REVISION _____
REASON _____

THE DIRECTOR OF CENTRAL INTELLIGENCE

WASHINGTON, D. C. 20505

National Intelligence Officers

Date

ALERT MEMORANDUM*

(Title)

**The Alert Memorandum is an interagency publication issued by the Director of Central Intelligence on behalf of the Intelligence Community. The Alert Memorandum was in use from 1974 through 1976 and the procedures for this intelligence alerting device were last approved by the United States Intelligence Board on 9 January 1975. I recently reorganized the warning structure within the Intelligence Community and appointed a National Intelligence Officer for Warning to oversee the development of procedures and to assist the Community in developing an increased awareness of its warning responsibilities. The revival of the Alert Memorandum is undertaken as a part of those responsibilities. Comments on the procedures for warning should be addressed to the National Intelligence Officer for Warning []*

TRANSMITTAL SLIP		DATE
		17 Dec 78
TO: All NIO Secretaries & Registry		
ROOM NO.	BUILDING	
REMARKS:		
<p>Current procedures for pre- paring an Alert Memo.</p>		
STAT		
STAT		
FROM: <input type="text"/>		
ROOM NO.	BUILDING	EXTENSION
7E62	Hqs.	<input type="text"/>

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

PROCEDURES FOR PREPARING AN ALERT MEMORANDUM

Attached are interim technical procedures for producing Alert Memoranda. NIO/W wants to emphasize that these memoranda normally have a high priority and should be produced and disseminated as quickly as possible.

1. Alert NFAC Registry that an Alert Memorandum is being prepared and give them an approximate time when they can expect it.
2. Get an Alert Memo # from NFAC Registry.
3. If codeword, get appropriate # from NFAC Registry.
4. Give NFAC Registry a copy of the Alert Memorandum distribution (see attachment) on which you have filled in the appropriate office designations on Pages 2, 3 and 4.
5. The length of the Alert Memorandum will be kept to a minimum; therefore it is the responsibility of the appropriate NIO secretary to type the copy.
6. When the Alert Memorandum is typed, include on the first page the standard footnote which explains the purpose and reason for an Alert Memorandum (see attachment). (This footnote will be modified and reduced in size in the near future.)
7. The Alert Memorandum package will consist of the Alert Memo itself with a covering memo for the DCI's signature transmitting the document to the NSC (see attachment).
8. The correct clearance procedure for an Alert Memorandum is as follows:
 - A. Appropriate NIO
 - B. NIO for Warning (can be omitted when matter is urgent)
 - C. Director, NFAC
 - D. DDCI
 - E. DCI (for signature)
9. NFAC Registry will be responsible for the following procedures:
 - A. Issuing appropriate Alert Memo and Codeword numbers.
 - B. Xeroxing the copies for distribution.
 - C. Xeroxing coversheets (if appropriate).
 - D. Distributing copies both inside and outside the Agency.

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SI ADDRESS

- | | | |
|----|--|---|
| 1 | The President
The White House
International Situation Room | Same Address |
| 2 | The Vice President
The White House (Capt. Anthony)
Room 290 Old EOB | Same Address |
| 3 | The Secretary of State
Room 7224 State Department | ** |
| 4 | The Secretary of Defense
Room 3E880 Pentagon | * SSO/DIA
Room 1D884 Pentagon
(#4, 5, 7, 11, 25, 31, 32, 33,
34, 35, 36, 37) |
| 5 | Chairman, JCS
Room 2E873 Pentagon | * |
| 6 | Hon. Zbigniew Brzezinski
Assistant to the President for
National Security Affairs
International Situation Room
The White House | Same Address |
| 7 | The Deputy Secretary of Defense
3E944 Pentagon | * |
| 8 | Deputy Assistant to the President
National Security Affairs
International Situation Room
The White House | Same Address |
| 9 | Hon. Warren Christopher
Deputy Secretary of State
Room 7222 State Department | ** Mr. William P. Deary
STATE/RCI, Room 6510A
State Department
(#3, 9, 10, 22, 23, 26, 29, 30) |
| 10 | Director, INR/STATE
Room 6531 State Department | ** |
| 11 | Director, DIA
Room 3E258 Pentagon | * |
| 12 | Director, NSA
9A192 Ft. George Meade, Md. | *** NSA (#12, 27, 28)
NSOC
Senior Operations Officer
Room 2E099 Ft. Meade, Md. |
| 13 | Special Ass't to Secretary Treasury
Room 4328 Main Treasury | O/NATL SEC
Room 4308 Main Treasury Bldg.
ATTN: Secretary of Treasury |

14	DOE Assistant Administrator for National Security GA-257 Forrestal Building	
15	Assistant Director, FBI Room 4026, J. Edgar Hoover Bldg.	Same Address
16	ACSI Department of the Army Room 2E464 Pentagon	SAO/ARMY Room 2A514 Pentagon
17	IPWO Navy Command Support Center Room 4D632, Pentagon	IPWO Navy Command Support Center Room 4D632, Pentagon
18	ACSI, Department of USAF Room 4A932 Pentagon	SAO/USAF Room BD951 Pentagon
19	Mr. Sam Hoskinson Room 300 Old EOB NSC	***** SSO/NSC Room 383 Old EOB (#24)
20	NMCC ATTN: CIA Representative Room 2D901A Pentagon	Same Address
21	Strategic Warning Staff VIA: SSO/DIA Room 1D884, Pentagon	Same Address
22	Mr. _____ Assistant Secretary of State (Area) _____ _____	**
23	Mr. _____ Deputy Assistant Sec. of State (Area) _____ _____	**
24	Mr. _____ NSC (Area) _____ _____ _____	*****
25	Mr. _____ DIA (Area) _____ _____ _____	*
26	Mr. _____ INR (Area) _____ _____ _____	**

27 Mr. _____ ***
NSA (Area) _____

28 NSOC (ATTN: S00) ***
NSA Operations Bldg
Room 2E099 Ft. Meade, Md.

29 Mr. Leslie H. Gelb **
Bureau of Politico-Military Affairs
Department of State
Room 7317

30 Mr. David Newson **
Under Secretary for Political Affairs
Room 7240 Department of State

31 Assistant Secretary of Defense *
(International Security Affairs)
Room 4E806 Pentagon

32 J-5, Deputy Director for Force *
Development and Strategic Plans
Joint Chiefs of Staff
Room 1E962 Pentagon

33 Principal Deputy Ass't Secretary of *
Defense (Intelligence)
Room 3E282 Pentagon

34 Mr. Stanley R. Reson
Under Secretary of Defense for Policy
Room 4E824 Pentagon

35 Admiral Daniel J. Murphy
Deputy Under Secretary of Defense for Policy
Room 2E812 Pentagon

36 National Military Intelligence Center (NMIC)
Attn: ADIN
2D901A Pentagon
Phone: 695-0175 (24 hours/day)

37 RAdm. William D. Robertson
Vice Director for Production, DIA
Room 3E259 Pentagon

38. _____
25X1A NSA/V
Room 2W126 NSA

39 Mr. Robert H. Baraz
State/INR
Room 6638 State Department

40 DCI via SA/DCI
41 Approved For Release 2004/04/19 : CIA-RDP83B00100R000300040004-6
42 ER
43 C/PPG
7G00
44 PPG/Area Division _____
45 D/OGCR SS0/OGCR
1206 Ames Building 1206 Ames Building
46 D/OER
4F18
47 D/OSR
3G00
48 D/OCR
2E60
49 25X1A

50 D/OIA SS0/OIA
3N109 Building 213 Building 213
51 D/ORPA
6G00
52 D/CIA Operations Center
7F33
53 DDO
7E22
54 DDO/Area Division _____
55 DDO/Area Branch _____
56 DDO/Area Reports Office _____
57 C/DDO/OPS Staff
2D48
58 DD/CT
BW09 CHB
59 DD/RM
6N04 CHB
60 Approved For Release 2004/04/19 : CIA-RDP83B00100R000300040004-6
IC7PRD

61

AD/DCI/Collection Tasking
Approved For Release 2004/04/19 : CIA-RDP83B00100R000300040004-6
Room 6N01 CHB

25X1A

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Chairman, COMIREX
(via IC Registry)

63

Chairman, NFIB SIGINT Committee
(via IC Registry)

64

HRC Secretariat
(via IC Registry)

65-66

7G50

25X1A

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D/NFAC

68

NFAC/CS

69

NFAC/RES

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DD/NFAC

71

NIO/LA

72

NIO/AF

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NIO/NESA

74

NIO/EAP

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NIO/P-E

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NIO/NP

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NIO/WE

78

NIO/SP

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NIO/USSR-EE

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NIO/CF

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NIO/CH

82-83

NIO/W

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NIO/SS

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NFAC Registry

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Agency Archives, A-18

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Presidential Library, A-18

88

Finished Intelligence Program

89

Extra cy (Registry)

90-92

CRS/DSB

Approved For Release 2004/04/19 : CIA-RDP83B00100R000300040004-6

93-94

Master File (NIO)

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DCID No. 1/5

DIRECTOR OF CENTRAL INTELLIGENCE DIRECTIVE NO. 1/5¹

NATIONAL INTELLIGENCE WARNING

(Effective 23 May 1979)

Pursuant to Section 102 of the National Security Act of 1947 and Executive Order 12036, there is established a National Intelligence Warning System, individual components and responsibilities of which are established in Paragraph 3. The mission of the System is to advise and assist the Director of Central Intelligence in the discharge of his duties and responsibilities with respect to warning intelligence, and to coordinate the warning activities of the Intelligence Community.

1. *Definitions*

a. *Warning* as used herein encompasses those measures taken, and the intelligence information produced, by the Intelligence Community to avoid surprise to the President, the NSC, and the Armed Forces of the United States by foreign events of major importance to the security of the United States. It includes strategic, but not tactical warning.

b. *Strategic Warning* is intelligence information or intelligence regarding the threat of the initiation of hostilities against the US or in which US forces may become involved; it may be received at any time prior to the initiation of hostilities. It does not include tactical warning.

c. *Tactical warning* is notification that the enemy has initiated hostilities. Such warning may be received at any time from the launching of the attack until it reaches its target.

2. *Policy*

a. All Community organizations and personnel have substantive responsibility for the detection of developments requiring warning, especially strategic warning, and for prompt alerting, through established channels, of such developments. Nothing in this directive is intended to inhibit the flow of warning in any way. Specifically, the measures contained in this directive do not require coordination or consultation when immediate warning is required.

b. The Department of Defense has unique and specific responsibilities for warning of attack by hostile forces. To carry out that specialized function, the DoD operates dedicated tactical warning systems within the military command organization and independent from the National Intelligence Warning System. These separate systems are mutually supportive, however.

¹ This directive supersedes DCID 1/5 effective 18 May 1976.

ORIGINAL CL BY	...	005827
<input type="checkbox"/> DECL	<input checked="" type="checkbox"/> REVW ON	23 May 1999
EXT BYND 6 YEARS BY	...	005827
REASON	...	3d(3)

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3. *Assignment of Responsibilities*

a. The Deputy Director of Central Intelligence is assigned oversight of the National Intelligence Warning System and will exercise his authority with the advice of members of the National Foreign Intelligence Board.

b. There is established the position of National Intelligence Officer for Warning. His mission is to advise and assist the Director and Deputy Director of Central Intelligence on all matters relating to warning, to coordinate national intelligence warning activities, and to serve as a focal point for warning in the Community. For organizational purposes, he will be located in the National Foreign Assessment Center. He will to the maximum extent rely on existing organizations in carrying out his duties. The responsibilities of the National Intelligence Officer for Warning are:

i. To oversee analysis of intelligence from all sources which might provide warning. In particular, he should be alert to alternate interpretations within the Community and assess these with a view to the need for issuance of warning. He should encourage consultation and substantive discussion at all levels in the Community.

ii. To recommend to the Director or Deputy Director of Central Intelligence the issuance of warning to the President and National Security Council, and to ensure the dissemination of such warning within and by the organizations of the Intelligence Community. When time is of the essence, the National Intelligence Officer may issue such warning directly to the President and the National Security Council, with concurrent dissemination to the Director and Deputy Director of Central Intelligence and senior officers of the Intelligence Community.

iii. To advise the Deputy Director for Collection Tasking and Deputy Director for National Foreign Assessment on appropriate Community response to developing warning situations.

iv. To develop plans and procedures for support of the Director of Central Intelligence in crisis situations.

v. To support the Deputy Director of Central Intelligence and the National Foreign Intelligence Board on warning matters.

vi. To chair the Warning Working Group (Paragraph 3c).

vii. To oversee the warning activities of the National Intelligence Officers (Paragraph 3d).

viii. To supervise the Strategic Warning Staff (Paragraph 3e).

ix. To arrange for intelligence research and production with respect to strategic warning.

x. To develop a warning consciousness and discipline throughout the Community.

xi. To seek improvements in methodologies and procedures for warning, including communications and dissemination of information.

xii. To arrange with appropriate organizations of the government for provision to the National Intelligence Officer for Warning and the Strategic Warning Staff of the information they need to carry out their mission.

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xiii. To promote improved analyst training in indications and warning techniques and in other analytic techniques that might contribute to improved warning.

xiv. To advise the Deputy for Collection Tasking and the Deputy for Resource Management, as appropriate, on warning activities that relate to their responsibilities.

c. There is established a *Warning Working Group*, chaired by the National Intelligence Officer for Warning, to assist him in carrying out his responsibilities and in coordinating Community warning activities. Its Members shall be senior officers of the Defense Intelligence Agency; National Security Agency; Central Intelligence Agency; Bureau of Intelligence and Research, Department of State; Office of the Secretary of Defense; and Collection Tasking Staff. The Chairman shall invite representatives of other departments and agencies to attend when matters of concern to them are discussed.

d. The *National Intelligence Officers* are specifically charged with substantive responsibility for warning in their respective fields. They will conduct Community-wide reviews at least monthly of situations potentially requiring the issuance of warning, and will keep the Director of Central Intelligence advised of the results, in consultation with the National Intelligence Officer for Warning. They will be continually alert to the need for immediate issuance of warning.

e. The *Strategic Warning Staff* will be under the supervision of the National Intelligence Officer for Warning. Its principal functions are to assist him in his responsibilities with respect to strategic warning and to conduct research with respect thereto. It may also engage in other warning-related activities within the Intelligence Community with the concurrence of the National Intelligence Officer.

4. *Community Responsibilities*

a. Each agency of the Community will establish the necessary structure and manning to carry out its warning mission and to support the National Intelligence Warning System.

b. Specific responsibilities of the Community in support of the National Intelligence Warning System are:

i. To provide full-time, highly qualified professional intelligence personnel and other support to the Strategic Warning Staff in consultation with the Deputy Director of Central Intelligence and the National Intelligence Officer for Warning.

ii. To provide to the Strategic Warning Staff on a timely basis all information from every source pertinent to the strategic warning mission. Information of exceptional sensitivity may, with the approval of the Deputy Director of Central Intelligence, be provided only to the National Intelligence Officer for Warning.

iii. To provide appropriate representation on the Warning Working Group, and to designate an officer in each agency specifically responsible for warning matters and charged with support of the National Intelligence Warning System.

5. *Composition and Organization*

a. The National Intelligence Officer for Warning shall be appointed by the Director of Central Intelligence in consultation with the Director, DIA.

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b. There shall be an Assistant National Intelligence Officer for Warning. Either the National Intelligence Officer or his Assistant shall be drawn from the Department of Defense. The National Intelligence Officer may also be assisted by such staff as the Deputy Director of Central Intelligence deems appropriate.

c. The Director, Strategic Warning Staff, shall be appointed by the Director of Central Intelligence in consultation with the Director, DIA. He shall be directly responsible to the National Intelligence Officer for Warning.

d. The Strategic Warning Staff shall be co-located with the National Military Intelligence Center.

STANSFIELD TURNER
Director of Central Intelligence